

**SECRET**

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF GENERAL COUNSEL  
BUDGETARY ESTIMATES FOR FISCAL YEAR ENDING 30 June 1960

Estimates for the Office of General Counsel have been determined after careful consideration.

AUTHORIZATION: The functions of the Office of General Counsel as established by CIA Organization Charts dated 15 October 1947 are to advise the Director and other officers of CIA on legal matters pertaining to the administration and operations of CIA on a world-wide basis and provide essential legislative liaison service for CIA.

FUNCTIONS AND ACTIVITIES: The Office of General Counsel shall advise and prepare studies and reports for the Director on all legal matters arising in connection with the work of the organization. This Office also reviews, before any commitments are made, where possible, all contracts, agreements, leases, and other legal papers to which CIA is a party; renders legal advice and handles legal matters pertaining to all phases of operations of CIA; and advises and assists in ascertaining and determining proper procedures with respect to Special Funds to insure that proper and accurate accounting of expenditures is maintained. The Office further gives emergency legal assistance; handles problems of leases, conveyances, and other questions of real property with which CIA is concerned; examines and approves in advance of issue, all orders and regulations involving legal questions promulgated by the Director and all CIA General Orders, Administrative Instructions, and other directives which report, interpret, or involve statutes, Government regulations, decisions of the courts, the Attorney General, the Comptroller General, or similar authorities.

The Office of General Counsel has delegated responsibility for the initiation and direction of all Central Intelligence Agency relations with Congress, its committees, and other federal agencies as regards legislation and related activities concerning intelligence. The Office advises the Director on all pending and proposed legislation of this and other federal agencies relating to the functions of the Central Intelligence Agency particularly, and general related activities;

**SECRET**

**SECRET**

maintains a continuing review of pending legislation, referring to the attention of the Director and other appropriate officials such proposed statutory authorities as have a direct effect on current or prepared programs, and in connection therewith, proposes alternate legislation for the protection of this Agency and other agencies which have intelligence functions. The Office of General Counsel handles all Congressional correspondence relating to the interviewing and processing of applicants for employment with CIA who are referred by Congress.

COORDINATION: All relations with other agencies, or instrumentalities of the Government, involving any legal problems pertaining to CIA or its activities, are handled through or with the concurrence of the Office of General Counsel. It has frequent contacts with the Department of State and the Immigration and Naturalization Service of the Department of Justice on citizenship, naturalization, visa, and passport problems. It also works with the Treasury Department on CIA Agent-Cashier matters and other financial problems, and with the Bureau of Internal Revenue on tax matters. Relations with the Bureau of Employees' Compensation on death and disability claims of CIA personnel are also handled by this office.

Testimony is organized for presentation by the Director before the Congress, Congressional committees, Bureau of the Budget, and other appropriate agencies, in connection with legislation or coordination of intelligence functions in which CIA is interested.

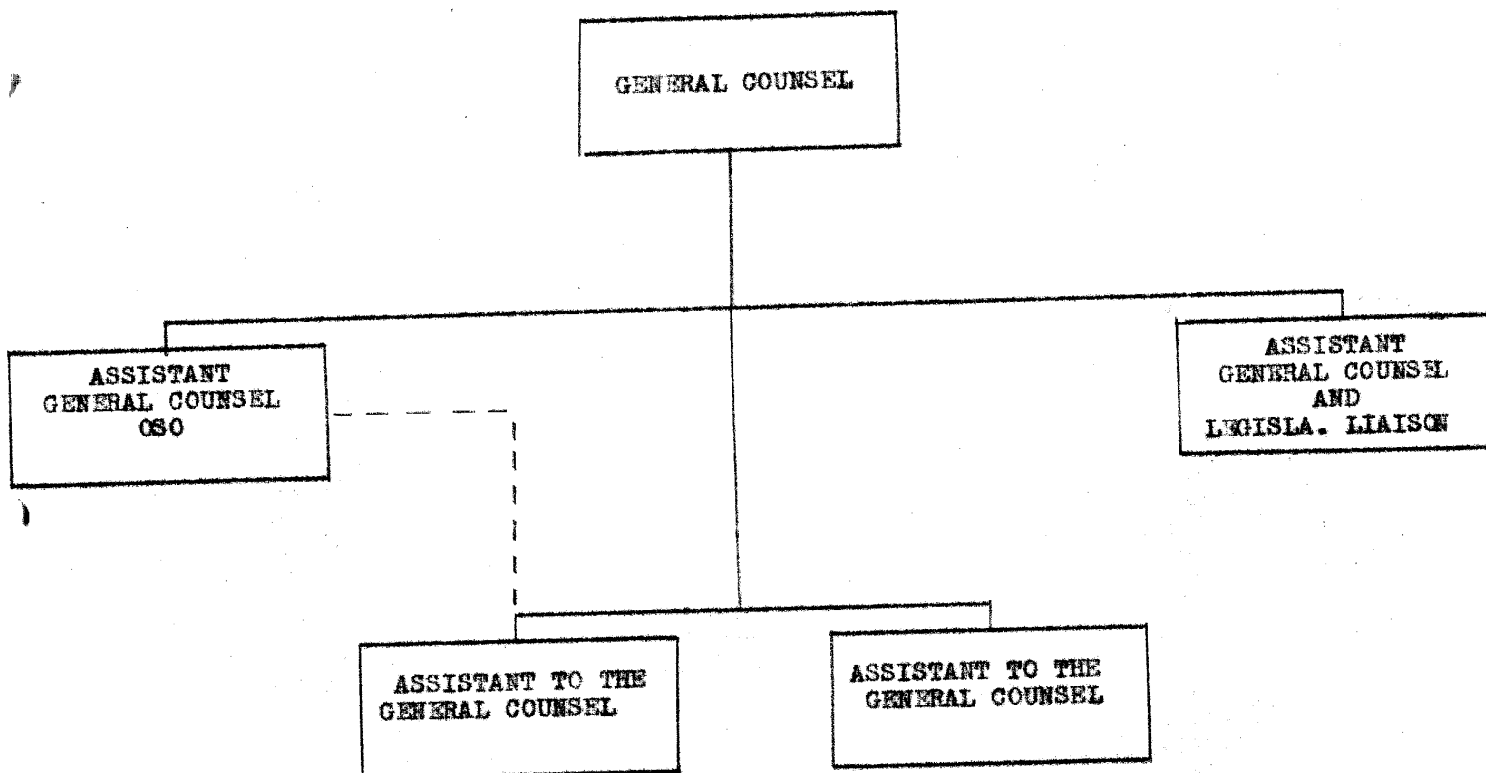
ACCOMPLISHMENTS: The aim of the Office of General Counsel is to advise the Director and the Agency in general of the current status of all legislation and law applying to the Agency's activities in an effort to avoid legal complications and to facilitate the Agency's work in accordance with law and regulations. Where legal complications are unavoidable, it is the duty of the General Counsel to resolve them in the best interest of the Agency. The mass of law pertaining to executive agencies and their activities, together with the variety of legal problems peculiar to CIA operations, is such that advice thereon is a full time objective for the Office of General Counsel.

**SECRET**

EXHIBIT I  
(Organizational Chart)

**SECRET**

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF GENERAL COUNSEL

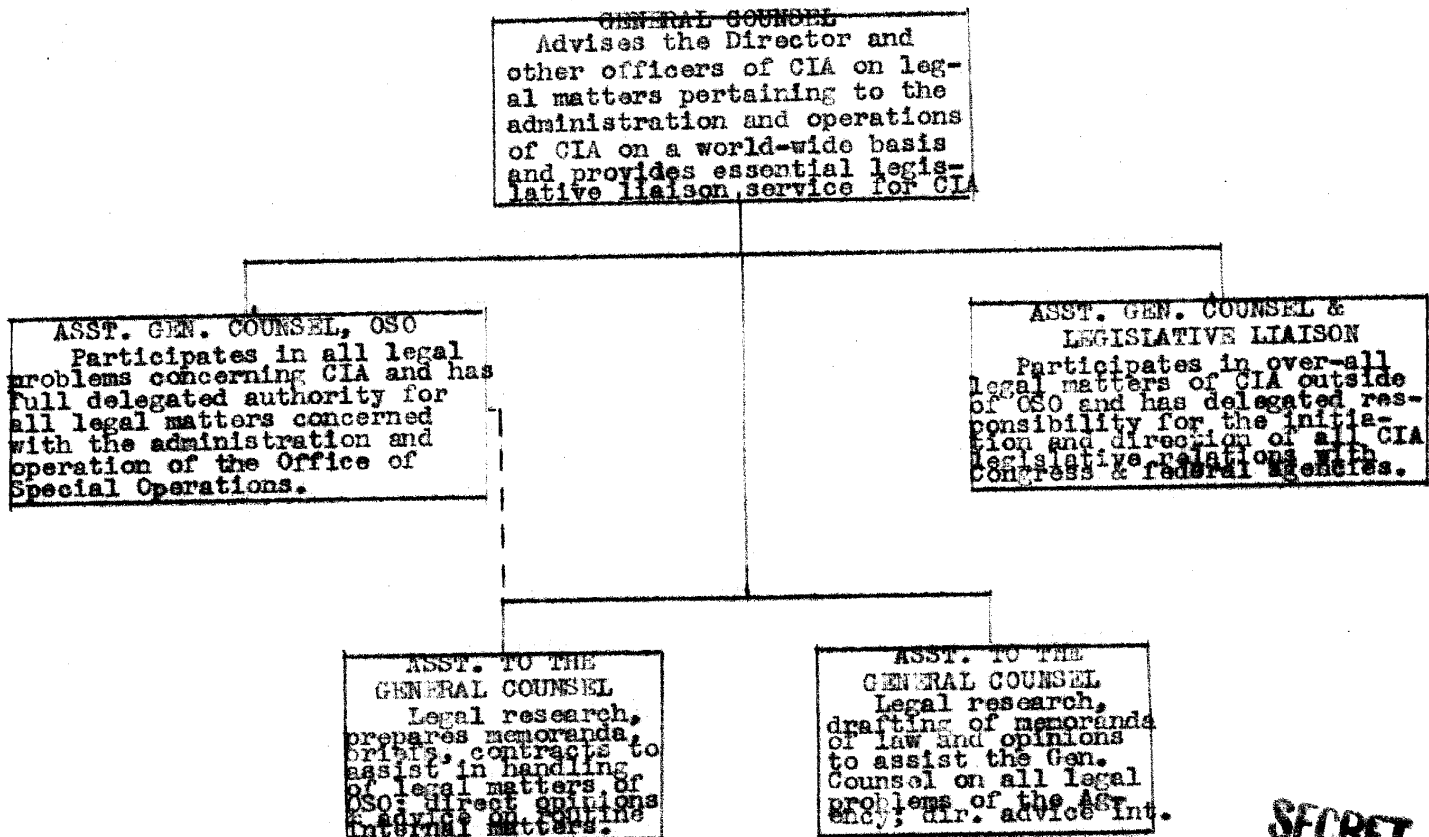


**SECRET**

EXHIBIT II  
(Functional Chart)

**SECRET**

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF GENERAL COUNSEL



**SECRET**

SECRET

General Counsel: The General Counsel is solely responsible for all legal advice, decisions, memoranda of law, and other work issuing from the Office. He supervises directly the work of the Special Counsel for OSO, the Assistant General Counsel, Legislative Liaison, two Assistants to the General Counsel, and one Administrative Assistant. On routine internal CIA matters, this supervision consists of review of completed work to insure that their decisions, advice, etc. are in accord with over-all rulings on law and regulations and with CIA policy. He is assisted in the internal work of the office by an Administrative Assistant who combines with those duties, his dictation and typing work.

Assistant General Counsel, OSO: The Assistant General Counsel, OSO is responsible for participating in all legal problems concerning CIA and has full delegated authority for all legal matters concerned with the administration and operation of the Office of Special Operations. OSO has not only all the legal problems common to normal Government activities, but also, has the highly specialized and intricate problem of unvouchered funds and their administration in accordance with law and regulations, and in addition a variety of equally specialized problems arising out of the peculiar nature of its operations. For proper performance of his functions, the Assistant General Counsel, OSO must have not only a thorough background in civil and administrative law, but also must have the legal ingenuity combined with experience to cope with the unusual problems presented daily by OSO in the performance of its work. The Assistant General Counsel, OSO is assisted by one of the Assistants to the General Counsel and one Clerk-Stenographer.

Assistant General Counsel and Legislative Liaison: The Assistant General Counsel, Legislative Liaison is responsible for actively participating in the over-all legal matters of CIA outside of OSO and has delegated responsibility for the initiation and direction of all Central Intelligence Agency relations with Congress and other federal agencies as regards legislation and related activities concerning intelligence. The Assistant General Counsel, Legislative Liaison serves as special adviser to the Director on all pending and proposed legislation of this

SECRET

**SECRET**

and other federal agencies relating to the functions of the Central Intelligence Agency; maintains liaison with Congress, its individual members, or its committees in connection with legislation, intelligence requests, Congressional correspondence relating to interviewing and processing of applicants with CIA, and all other official business between Congress and the Agency. The Assistant General Counsel, Legislative Liaison is assisted by one Administrative Assistant and one Clerk-Stenographer.

Assistant to the General Counsel: Conducts extensive research on legal aspects of foreign operations, prepares legal memoranda, briefs, and contracts to assist in the handling of legal matters concerned with the administration and operation of the Office of Special Operations. Gives direct advice and opinions to all branches within OSO on routine internal matters; confers with officials of various Government departments and agencies to make special arrangements for handling unusual types of transactions pertaining to the Office of Special Operations.

Assistant to the General Counsel: Assist with the general legal work of the Agency. Primary functions will be research and drafting of memoranda of law and opinions to assist the General Counsel on all legal problems of the Agency. He will, in addition, give direct advice and opinions on routine internal matters to all branches and will carry on specialized outside liaison with offices such as the Bureau of Employees' Compensation, legal offices of other agencies, and others as assigned.

**SECRET**

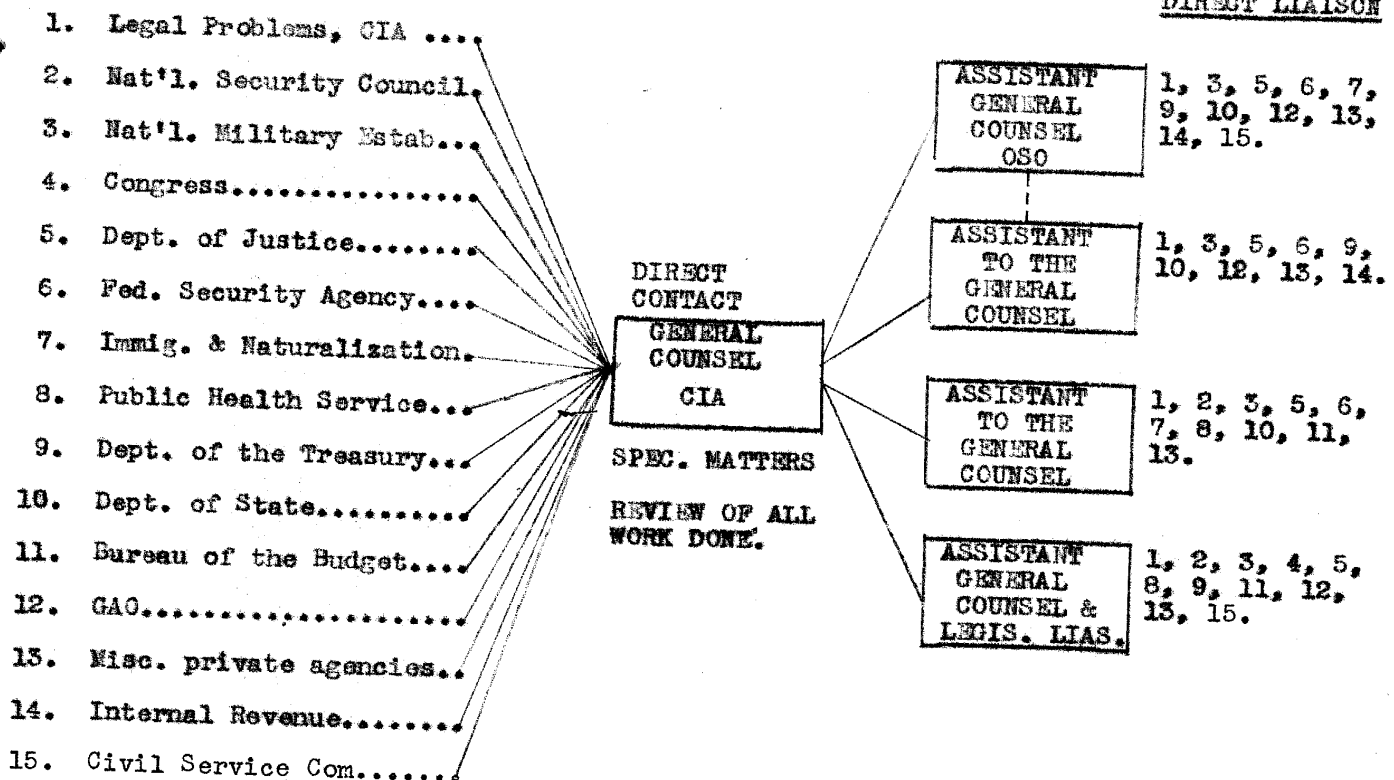
**SECRET**

EXHIBIT III  
(Flow of Material)

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF GENERAL COUNSEL

SOURCES

DIRECT LIAISON



**SECRET**

25X1

Approved For Release 2005/01/05 : CIA-RDP57-00384R000200130100-7

Next 1 Page(s) In Document Exempt

Approved For Release 2005/01/05 : CIA-RDP57-00384R000200130100-7



**SECRET**

02. Travel:

[REDACTED]

25X1

The estimates for travel expenses have been based upon records of past experience and on estimates of trips which will be made necessary by problems foreseen in the current planning of the Agency.

Domestic      Foreign

25X1

[REDACTED]	
------------	--

Justification: Occasional trips by one member of the Office or another, depending upon the nature of the business transacted, are necessitated by special problems to be worked out with field offices of Government agencies, law firms representing individuals, or corporations dealing with the Agency, and with individuals or companies involved in special confidential work on relations with the Agency which present legal problems. In view of the complications arising out of FAIR operations on the West Coast, and the construction of its new facilities, two trips to the West Coast are foreseen. Also foreseeable is one liquidation of certain types of activities in both Europe and the Far East, which would require one trip to each area to clear up the legal problems remaining after liquidation, particularly claims and disposition of Government assets.

**SECRET**

**SECRET**

**OS. Supplies and Materials:**

**\$500.00**

The estimates for this object class are based on the amount of special supplies and materials used during Fiscal Year 1948.

Miscellaneous periodicals, law books, subscriptions  
to legal services, etc.

**\$500.00**

Justification: It is essential for this office to be currently informed on all new federal legislation and certain special state legislation, on all court opinions of importance, and all changes in civil law of general application. Certain other services are essential, such as Decisions of the Comptroller General, the Attorney General, and other Government administrative law and publications. A limited number of reference books are needed in connection with specialized work on such matters as wills, contracts, and patents.

**SECRET**